**AHDR LIBRARY REGISTRATION FORM**

The library membership is exclusive to AHDR members. Follow [this link](https://www.ahdr.info/get-involved/become-a-member) to become a member.
Please email the completed form to ahdr@ahdr.info or deliver it to AHDR Office, Home for Cooperation, No.28 Marcou Dracou Street, UN Buffer Zone, Nicosia 1102, Cyprus.

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| NAME |  |
| SURNAME |  |
| ADDRESS |  |
| NATIONALITY |  |
| IDENTITY CARD NUMBER |  |
| OCCUPATION |  |
| AHDR MEMBERSHIP NUMBER |  |

**CONTACT DETAILS**

|  |  |
| --- | --- |
| TELEPHONE NUMBER  |  |
| E-MAIL ADDRESS |  |

 I have read **Library Procedure and** **Terms of Use**.

Signature Date

……………………………… ……..………………………



**LIBRARY PROCEDURE AND TERMS OF USE**

1. **Opening Hours**

The AHDR library services on the ground floor and on the first floor are open from 09:00 to 18:00, Monday to Friday throughout the year except for holidays. Any planned closures of service will be notified to members two working days in advance. Please keep in mind that the library on the first floor is inaccessible during meetings.

1. **Access to the library**

**For visitors:** Visitors may use the library material within library premises. This includes books in the locked bookcases, both on the ground floor and on the first floor. If you need access to these books, please ask the AHDR officers (first floor).

Visitors need to return the books to the designated stand on the ground floor so that one of the AHDR officers can place them back in the shelves.

**For members:** Besides the same rights as the visitors, library members also hold the right to borrow books from the library. In order to be a library member, AHDR membership must be purchased. All AHDR Members are entitled to one-year Library Membership. AHDR Membership runs for 12 months from the date of membership being issued. Membership can be cancelled by the subscriber at any time but there is no entitlement to any refund, neither for unexpired membership nor for other reasons.

In addition to this, all AHDR Board Members and H4C Governing Board Members, as well as AHDR and Home for Cooperation interns are entitled to one-year Library Membership.

1. **How to find books at the library**

If you are looking for a specific book, check out our online catalogue in the Library section of our website, ahdr@ahdr.info.

If you are not looking for a specific book, Dewey Decimal System, the system we use in our library may facilitate your search. It is a system for organizing the contents of a library based on the division of all knowledge into 10 groups, with each group assigned 100 numbers:

**000–099**, general works;
**100–199**, philosophy and psychology;
**200–299**, religion;
**300–399**, social sciences;
400–499, language;
**500–599**, natural sciences and mathematics;
**600–699**, technology;
**700–799**, the arts;
**800–899**, literature and rhetoric;
**900–999**, history, biography, and geography.

You may also check out the colourful infographic for instructions on searching for a book by using the Dewey Decimal System. Moreover, on the first floor of Home for Cooperation, in the Imagine Room, Peter Loizos Collection is located. Please note that books in the Peter Loizos Collection cannot be borrowed.

1. **Loan regulations**
* Books can be borrowed for up to 15 days and they are renewable for another 15 days
* You may borrow maximum 3 items at a time
* Journals are available only for consultation in the library premises. They cannot be taken on loan.
* The AHDR Officers retain the right to refuse to give a book on loan if it is in fragile condition or if it considered indispensable for internal use during a given period.
1. **Borrowing books for the first time as an AHDR member**
* Become an AHDR member (online: <https://www.ahdr.info/get-involved/become-a-member> or directly from our office by filling out membership form)
* Fill in and submit the AHDR Library Registration Form
* Pick up your library card from the AHDR office during office hours
* Indicate which books you would like to borrow
* You can now borrow the book, with respect to the loan regulations (Part 4 of Library Procedure and Terms of Use)
1. **After the first use**
* Visit the AHDR office during office hours
* Show your library card and your ID card
* Indicate which books you would like to borrow
* You can now borrow the book, with respect to the loan regulations (Part 4 of Library Procedure and Terms of Use)
1. **Returning and renewing**

In order to return a book, bring it to the to the AHDR office during our office hours (09:00 to 18:00 Monday to Friday).

In order to renew a book, contact the library via e-mail (ahdr@ahdr.info) or telephone (+357 22 445 740) before the expiration of the due date. If you contact the Library after the expiration of the due date, the fine provisions will be applied.

1. **Library fines**

Fines are charged for overdue items. It is the users’ responsibility to manage the Library borrowing, and to renew or return the books on time. All users are liable for fines. Fines are calculated automatically on the basis of the number of days an item is overdue and the type of material. The days the AHDR library is closed are not taken into account for this purpose.

Fines for overdue books: €1.00 per day for the first two weeks; €2.00 per day after. An automatic penalty bill of €70.00 is charged after one month. Beyond the period of one month the daily rate is €2.50 and the monthly rate is €70.00.

1. **Suggestions and donations**

We are open to suggestions on how to improve our library and also to ideas of events that promote books, reading, writing and life-long learning. If you have a suggestion, please email us at ahdr@ahdr.info.

Furthermore, if you wish to make a donation, please send us a list of the items you would like to donate at ahdr@ahdr.info, and we will get back to you.

1. **Acceptance of these terms and conditions**

By submitting a library registration form, you are deemed to have agreed to these terms and conditions. The AHDR reserves the right to suspend or terminate your library membership and access to the services without prior notice if you are found to be in breach of any of these terms and conditions.